

CLASSIFICATION SPECIFICATION FOR: ACCOUNT CLERK

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under general supervision, performs a variety of routine to difficult clerical work in support of Town accounting and financial functions. Back up to accounts receivable, accounts payable and payroll.

DISTINGUISHING CHARACTERISTICS

This is a journey-level clerical accounting classification. It is distinguished from the next higher level class of Accounting Technician in that the latter performs sub-professional accounting duties requiring greater training and experience and requiring less supervision.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs a variety of clerical accounting duties involving processing accounts payable and accounts receivable; may perform timekeeping or payroll functions; ensures proper authorization and compliance with Town policies;
2. Proofs data and makes corrections, enters financial information into computer systems; responds to inquiries regarding financial transactions, researches and resolves discrepancies, initiates adjustments as appropriate.
3. Maintains accounting, financial and statistical records; prepares reports using prescribed formats.
4. Provides customer service and assistance to the public, answers telephone calls regarding billing, business taxes, policy, regulatory and other information.
5. Performs a variety of clerical support duties such as maintaining files, types correspondence, sorts and distributes mail, orders supplies, and assists in physical inventory.
6. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Completion of high school or equivalent; and
- One year of experience in statistical clerical work, accounting, bookkeeping or related field; and
- The ability to operate a computer with sufficient speed and accuracy to enter and retrieve

data and prepare routine correspondence.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Basic bookkeeping and financial record keeping principles and computerized record keeping, business arithmetic, including percentages and decimals.
- General office practices and procedures.
- Financial spreadsheet and word processing computer applications, and related software.

Ability to:

- Make accurate and rapid arithmetic calculations and maintain accurate records and files.
- Understand and carry out oral and written instruction.
- Maintain effective working relationships with those contacted in the course of work.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to operate a cash register.
- Ability to use a 10-key adding machine by touch.
- Possession of a valid State of California Class C driver's license.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties; lift up to 25 pounds, and carry up to 10 pounds.

WORK ENVIRONMENT

Employees work indoors in a computerized office environment, in direct contact with other Town personnel and the public, with a high volume of work and firm deadlines.

FLSA: Non-exempt

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